

MOST URGENT/IMMEDIATE COMPLIANCE

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DELHI  
7TH FLOOR, MSO BUILDING, I.P. ESTATE, NEW DELHI-110002  
(ADMINISTRATION BRANCH)

F.NO. 44(61)/2023/DSW/Estt./Misc/ 18948-18967

Dated

CIRCULAR

**Subject:-** Pendency Report of APAR in e-SPARROW portal in r/o DSS and Steno Cadre.

In compliance of Services Department IT Cell Circular vide dated 05.04.2023 and 04.05.2023 regarding implementation of e-SPARROW (e-APAR), Admin Branch (DSW) has generated the e-APAR for the Officers/Officials posted in this Department. However, it is noticed that most of the e-APAR has not been completed and are pending in the IDs of concerned officers/officials, reporting officers/reviewing officers. The list indicating the names of the Officers/Officials along with the pendency status has been enclosed.

It is also informed that the Services Department has directed to close APAR on e-SPARROW portal within a week and the module will freeze w.e.f. 31.01.2024 after which no requests regarding APAR shall be entertained by this Department.

Therefore, it is requested that APAR in r/o Officers/Officials may immediately be attended and completed by **25.01.2024 (Thursday)** and provide a certificate to this office stating that APAR of all DSS/Steno Cadre Officers/Officials posted in your Office/District/Branch have been successfully self-appraised/reported/reviewed. Any dereliction in this regard will invite fixing of responsibility as per the extent rules. In case, any problem occurs, officer/official concerned may contact Admin Branch.

This issues with the approval of HOD/Director (SW).



Section Officer (Admn)

F.NO. 44(61)/2023/DSW/Estt./Misc/ 18948-18982

Dated

23 JAN 2024

Copy for information to:-

1. PS to Secretary (SW), 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002;
2. PA to Director (SW), 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002;
3. Dy. Director Admin, 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002
4. All HOO/DDO Concerned
- ✓ 5. Sr. System Analyst(SW), 7<sup>th</sup> Floor, MSO Building, I.P. Estate, New Delhi-110002 to upload the circular on Department's Official Website.
6. Guard File.



Section Officer (Admn)

37/cc  
24/1/24